

HRPD PROGRAM REQUIREMENTS

Participation

Decisions regarding the appropriateness and timing of employees' participation in the HRPD program are at the discretion of the employing agency, based upon individual need and organizational priorities and resources. Employees wishing to take specific courses without pursuing the Certificate of Completion may do so. However, the certificate will be awarded only to those meeting full HRPD program requirements.

Registration

Agencies may register employees for courses at any time. Please use the Course Registration Form available at OHR's web site under Employee Services. Registration is limited to a class size of 25 participants per session. If demand warrants, a second offering of that session may be scheduled; otherwise, individual's names will be placed on a waiting list for the following fiscal year.

Requirements for Completion

- ? *For employees entering the program in FY2006*, the Certificate of Completion requires participation in a total of 59 classroom hours, to include 29 hours of Core Courses plus 30 hours selected from the HRM Track or the HRD Track. Regardless of the specialty track you choose, at least one course must be taken from the "other" track. You must be present no less than 90% of the class time for each course to receive credit for attendance.
- ? *For employees who began the program in FY 2005*, the Certificate of Completion continues to require participation in a total of 51 classroom hours, to include 24 hours of Core Courses plus 27 hours selected from the HRM Track or the HRD Track. Regardless of the specialty track chosen, at least one course must be taken from the "other" track. You must be present no less than 90% of the class time for each course to receive credit for attendance.

Recognition

Participants who complete the HRPD program requirements will receive the Budget and Control Board's Certificate of Completion.